

**PROCESSING OF AWARDS/DECORATIONS FOR
OPERATION ALLIED FORCE (OAF)**

Reference: 16 ASETF/CC Msg, 231732ZJUN99

Approval Authority:

COMUSAFE is the approval/recommending approval authority for all Air Force awards and decorations associated with OAF. This authority was delegated to the following:

AWARD/DECORATION	ACTION OFFICE/ APPROVAL AUTHORITY
- Single Event Air Medals, Single Event Aerial Achievement Medals, Air Force Commendation (AFCM) with Valor and Air Force Achievement Medal (AFAM) with Valor	16 ASETF/CC will board
- Silver Star and Distinguished Flying Cross	16 ASETF/CC will board then forward to USAFE/CC for further processing
- Bronze Star and Below	16 ASETF/CC
- Meritorious Service Medal, AFCM, and AFAM based on AEW/CC or home station Wing Commander/ equivalent recommendations	16 ASETF/CC
- Recommendations for sustained flight awards	Certified by AEG/CC and AEW/CC then forwarded to home station Commander for processing and award

Preparation:

All awards, EXCEPT award for sustained flight, will be prepared on AF Form 3994, Recommendation for Decoration Deployment/Contingency Operations. The AF Form 3994 must include:

- Exact Citation in the Summary of Action/Meritorious Service block of the form
- Must be signed by squadron, group and wing commander; however, as a minimum it must be signed by the wing commander (or equivalent)

- For those awards requiring a narrative, place the narrative on plain white bond paper

- Supervisor, only required signature

- Unit will submit a hard copy to:

HQ USAFE/DPPF
Unit 3050, Box 25
APO AE 09094-5025
FAX: DSN480-3648/7780

AND

Send an electronic copy or word document to:
usafe.decorations@ramstein.af.mil.

- DECOR6 will not be required to submit decoration recommendations; however, HQ USAFE/DPPF may contact home station MPFs for assistance in verifying the member's current award history

NOTE: The date the supervisor signs the form will be considered the date the recommendation began processing (in lieu of the date of the DECOR6).

- Sustained Flight Awards:

- AES/CC or OPS squadron commander will document missions on an operations certification letter

- AEG/CC and AEW/CC **or** OG/CC and WG/CC will approve recommendation on letter

NOTE: Letter will be based on criteria established by USAFE/DO. Criteria will be forthcoming.

Board:

HQ USAFE/DPPF will conduct a board each month as necessary. Each AEW/CC will be in attendance with the first board convening on 26-27 July 1999. Nominations must reach HQ USAFE/DPPF NLT the 15th of each month.